



NACOP NOTES

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SPECIAL POINTS OF INTEREST:

- Speakers and Presenters
- Breakout Sessions
- Helpful Links
- Prize Winners
- Area Groups

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2013 NACOP Training Workshop

“Improvise, Adapt, and Overcome”



Linda Parnell, Sr. Chair

On November 13-14, 2013, the National Advisory Council for Office Professionals (NACOP) hosted a training workshop for 115 office professionals in series 0303, 0318, and 0326, all nominated for attendance by their respective administrators. After welcoming the participants, current NACOP members and the planning committee were introduced and former NACOP members in attendance were acknowledged. With the introduction of NACOP's sponsor, Dr. Caird Rexroad, Jr., Associate Administrator, the workshop was a reality and participants were displaying high levels of interest and expectation as well as energy.

Training Workshop Registration



The training workshop was held at The National Conference Center in Leesburg, VA. The NACOP held registration for 2 days to ensure all participants were registered and ready to begin their “training workshop” journey. The registration packets included a portfolio, agenda, and speaker biographies. A special “Thank You” to the locations who donated the lentils, pecans, and sun butter packets for inclusion in our registration packages, which was extremely generous.

Editor: Dawn Reed, MSA





Dr. Caird Rexroad, Jr.



Mr. Joon Park

Administrators

Comments:

"...we have received very good comments from Drs. Jacobs-Young and Rexroad. They are pleased with the outcome and the comments they have received."

A Warm Welcome to the Office

The meeting began with a welcome from Dr. Rexroad, ARS Associate Administrator and sponsor for the National Advisory Council for Office Professionals. Dr. Rexroad and Mr. Joon Park, ARS Deputy Administrator, greeted the participants and acknowledged the efforts and importance of office professionals in our organization. They spoke of our Agency's current environment and budget and offered an outlook on some issues, the "big picture" of our Agency.

March Brainteaser



Hurry up, already. Over his or her lifetime, the average person spends this long waiting for a traffic light to change:

- ☐ 36 hours
- ☐ 3 days
- ☐ 2 weeks
- ☐ 25 days

Answer on page 7

NACOP Expressions

As a group, NACOP members offer several expressions of "thank you" to deserving individuals and groups. ARS Administrators: for approving and supporting this training event, we couldn't do it without you! General session speakers – C. Rexroad, S. Miller-Hays, J. Park, J. McClintock, and S. Drumm: for helping to set the tone, you gave us a good start. Breakout session speakers - M. Boyd, S. Brooks, S. Brown, M. Esch, W. Jones, C. Lonaberger, J. McClintock, L. Parker, R. Proctor, K. Risby, J. Schmitt, and C. Walker: you contributed much to the success of NACOP's 2013 Training Workshop, we appreciate you sharing your time and talents.

Speakers and Presenters

Breakout sessions covered a variety of topics, were well attended, and were led by knowledgeable specialists in their fields. Each session offered an opportunity for questions and speakers often made themselves available for additional discussion. The sessions covered *AgLearn, Bullying – What It Is and How to Deal With It, Correspondence, Excel/SharePoint/PowerPoint, Foreign Nationals, Grants & Agreements, Portal Use, Purchasing for Non-Procurement Personnel, T&A/WebTA, Travel and Concur, and Work Life Programs.*



Jeff Schmitt
presented:
Bullying:
What It Is and
How To Deal With It!



Michelyn Boyd
presented:
Time and Attendance
Web T&A



Cathy Lonaberger
presented:
Correspondence with
Cathy



Kim Hicks presented:
Grants & Agreements

Participant Comments:

"Wonderful! Thank you to Administrators for speaking to us!"

"It was nice to put a face with a name!"

"So useful to hear from leadership positions – much respect is earned this way as they make the time and effort to be here."

"Inspirational, informative, sincere; delivered with humor & empathy for the stressful times."

"Good to know, that I am not the only one still struggling to learn how to do my job."

"Overall very good conference, motivational speakers, feeling of appreciation."

Participant Comments:

"Thank you all for putting all of this together ... & Caird Rexroad for approving & supporting the crucial training."

"This is something that should be continued. If we are trained then we can better service our location and units."

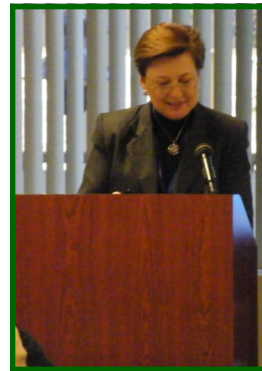
"Dr. Rexroad's view & support encouraging."

"I really enjoyed all the keynote speakers; highly motivational and inspirational! Great group!"

"I liked the positive support from these speakers to all our positions."

Speakers and Presenters cont...

Joining Dr. Rexroad as general session speakers were Ms. Sandy Miller-Hays, Mr. Joon Park, Ms. Janelle McClintock, and Dr. Sharon Drumm. Ms. Miller-Hays' presentation addressed "change" and invited participants to acknowledge the reality and find their own ways to accept and cope with change. In a general session, Ms. McClintock gave an overview of Concur and some of the features she finds exciting. Throughout, participants were invited to share what they had heard and learned with those who could not attend.



Helpful Links from Breakout Sessions

Foreign National Guidance and Instructions

<http://www.afm.ars.usda.gov/hrd/EmployForeignNationals/index.htm>

Travel and Relocation

<http://www.afm.ars.usda.gov/travel/index.htm>

Agreements

<http://www.afm.ars.usda.gov/agreements/circulars.htm>

Work Life Programs

<http://www.afm.ars.usda.gov/hrd/worklife/index.htm>

Cooperative Resolution Program

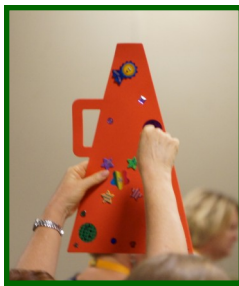
<http://www.afm.ars.usda.gov/ODEO/programs.htm>

AgLearn

<http://www.aglearn.usda.gov/>

“Toot Your Own Horn”

In our general session, Dr. Sharon Drumm encouraged the participants to take a moment not to just pat ourselves on the back but to “toot your own horn.” Often times through our daily schedules and duties we tend to forget to encourage ourselves. Dr. Drumm sent participants on their way with the invitation to “toot your own horn” as valuable members of our Agency.



Participant Comments:

“Classes provided a forum for us to generate discussions, take advantage of opportunity to express concerns, and tap into other’s expertise & tips!”

“Speakers writing down action items from sessions.”

“I am grateful to have been allowed to attend. The classes flew by and were interesting & helpful.”

Message from the Co-Chairs

Linda Parnell, Sr. Co-Chair, NPA; Melissa Stiefel, Jr. Co-Chair, MWA

Our theme seemed to be quite appropriate as we worked through the challenges of planning this workshop. We had the talents of NACOP members and our planning committee (three former members: Mary Dailey, Sherry Dewald, and Jackie Kelly) to draw upon and the support of Drs. Knipling and Rexroad as well as others at Headquarters. The Workshop was a success because of so many, including our speakers, both general and breakout sessions. Equally as important were the participants; thank you for putting your duties on hold for a brief few days and bringing your enthusiasm and energy to the workshop.

Participant
Comments

*"My hat is off to all of the ones who helped make this training possible!!"
"Adore door prizes."*

"This is a great way to get information disseminated to the PSA's. Webinars are good but it is better if we are able to ask questions and meet the leaders. This is not a waste."

"More time to speak with other office professionals."

"This forum helps both us and each area that presented to make and provide changes that are needed to do our jobs."

"Very organized & training was excellent!"

"Really enjoyed workshop. I learned a lot & look forward to take knowledge home."

"Being able to interact with the speakers and other office professionals is a really great thing."

Prize Winners

NACOP would like to thank the several Areas and Locations for the prizes which were provided. They were a hit among the lucky recipients of the drawings: We appreciate your generosity!



Special Thanks!!!

NACOP would like to say special thanks to Deb Palmquist, the Midwest Area Statistician, for taking the many hours needed to arrange the classroom assignments for the Training Workshop. Because the Government shutdown robbed us of 2 weeks' planning time, we're especially grateful Deb was able to manage this long and tedious process with such speed and finesse!

Area Group Pictures



Headquarters



Mid South Area



North Atlantic Area



South Atlantic Area



Northern Plains Area



Southern Plains Area



Pacific West Area

Brainteaser Answer: 2 weeks

Participant Comments:

"I thought this conference was well organized, and very well thought through. With a lot of preparation to the content. It was so much better than I thought it would be."

"Overall NACOP staff and volunteers did an excellent job! Providing direction to the rooms and being available to us was most outstanding. THANK YOU ALL!"

"What a ton of work on the Committee's part. Thank you!"

"Loved it! Kudos to you all! Feel privileged to be able to attend."

"Ice cream was awesome!"

Current NACOP Members



Melissa "Missy" Stiefel, MWA, Jr. Chair; Linda Fulton, MSA, Ex. Officio; Kathleen Parker, PWA; Darleen Nelson, SAA; Linda Parnell, NPA, Sr. Chair; Rose McIntosh, BA; Dawn Reed, MSA; Brenda Holmes; NAA: Trudy Pinkerton, SPA; Pat Berry, HQ, Technical Advisor; Cathy Lonaberger, HQ, Technical Advisor, Tangele Terry, HQ, Sponsor; Dr. Caird Rexroad, Associate Administrator

NACOP at Work

The National Advisory Council for Office Professionals worked diligently throughout the past 2 years to organize a dynamic training workshop to motivate, teach, and network with other Office Professionals. The workshop focused on enhancing our duties as Office Professionals and motivating ourselves as well as each other.

